

Checklist for Registration under Freight Subsidy Scheme 2013

A. Existing Units

Certified / Attested Photocopies of the documents to be submitted with the application form for registration under Freight Subsidy Scheme, 2013 by existing units undertaking substantial expansion

1. Constitution of the unit
 - a. In case of Private Limited / Public Limited Company
 - i. Memorandum of Association
 - ii. Articles of Association
 - iii. Name & address of the Directors with their PAN No.
 - b. In case of Partnership Firm
 - i. Deed of Partnership
 - ii. General Power of Attorney
 - iii. Names and address of the partners with their PAN No.
 - c. In case of Co-operative Society
 - i. Registration Certification from the Jt. Register of Co-operative Society
 - ii. Resolution of the General Body for registration of the unit
 - iii. Articles and Memorandum of Association
2. Registration
 - a. Permanent (PMT) registration / Entrepreneurs Memorandum (EM) Part II / EM / LOI / IL (whichever applicable)
 - b. Certificate of Mandatory / Obligatory Registration / Approval from the concerned department as applicable (in case of service sector unit)
3. Project Report
4. Mandatory NOC from local body / authority (e.g. Pollution Control Board, etc.)
5. Term Loan sanction letter from Bank / Financial Institution
6. Land and Building (existing)
 - a. In case of own land
 - i. Purchase Deed / Gift Deed / any other document to establish the ownership.

- b. In case of Industrial land allotted by an Government Agency
 - i. Deed of Agreement
 - ii. Up-to-date rent receipt
 - c. In case of industrial land allotted by any Government Agency
 - i. Deed of Agreement
 - ii. Up-to-date rent receipt
 - d. In case of leasehold land from a private owner
 - i. Registered lease deed
 - e. In case of Government land / plot allotted by Government
 - i. Allotment letter and trace map
 - ii. Premium payment receipt
7. Power Sanction Letter form State Electricity Board / Competent Authority
 8. NOC / Consent for operation from Pollution Control Board
 9. List of employees with name, address and designation
 10. Audited Balance Sheet for the last three accounting years
 11. Any other documents that may be required as per directions of State Government / Directorate of Industries and Commerce

B. New Units

Certified / Attested Photocopies of the documents to be submitted with the application form for registration under Freight Subsidy Scheme, 2013 by

1. Constitution / Type of the unit
 - a. In case of Private Limited / Public Limited Company
 - i. Registration Certificate under Companies Act
 - ii. Memorandum of Association
 - iii. Articles of Association
 - iv. Name & address of the Directors with their PAN No.
 - b. In case of Partnership Firm
 - i. Deed of Partnership
 - ii. General Power of Attorney
 - iii. Names and address of the partners with their PAN No.
 - c. In case of Co-operative Society
 - i. Registration Certificate

- ii. Resolution of the General Body for registration of the unit
 - iii. Articles and Memorandum of Association
- 2. Registration No.
 - a. EM Part - I
 - b. Part – II / IEM / LOI / IL (if any)
- 3. Mandatory NOC from local body / authority (e.g. Pollution Control Board, etc.)
- 4. Sanction Letter of term loan / working capital loan, if any, from Bank / Financial Institution
- 5. Certificate of Mandatory / Obligatory registration / approval from the concerned department as applicable (in the case of Service Sector units)
- 6. Any other documents that may be required as per directions of State Government / Directorate of Industries and Commerce